

**Draft**  
**BOARD OF HOUSING AND COMMUNITY DEVELOPMENT**  
**MEETING**  
**November 18, 2002**  
**Richmond, Virginia**

Members Present

Mr. Richard Ahuja  
Mr. James Benson  
Mr. Don Bosserman  
Ms. Nancy Bright  
Ms. Susan Dewey  
Mr. John Kilgore  
Mr. Phillip Paquette  
Mr. Evans Thomas  
Mr. William Thompson

Members Absent

Mr. Gary Bowman  
Mr. Michael Gelardi  
Ms. Rene Miller

Call to Order

Ms. Nancy Bright, Chairman, called the meeting of the Board of Housing and Community Development to order.

Roll Call

The roll was called by Mr. Stephen Calhoun of the Department's Policy Office. A quorum was present.

Approval of Minutes

A motion was made to approve the minutes of the September 11, 2002 meeting of the Board. The motion was seconded and passed. Mr. Paquette, who did not attend the September 11, 2002 meeting, abstained from voting on the approval of minutes motion.

Public Comment

The Chairman opened a public comment period for persons wishing to address the Board. There was no one requesting to speak so the public comment session was closed.

Regulations

Mr. Bill Shelton, Director of the Department of Housing and Community Development, reviewed the regulatory process and updated the Board on the status of proposed regulations of the Board. Mr. Calhoun reviewed important dates for the adoption of regulations, including the dates of the upcoming public comment period and the public hearing date.

Building Code Academy  
Advisory Committee

Mr. Jack Proctor, Deputy Director of the Division of Building and Fire regulation, reviewed recent legislation

related to the Building Code Academy and the requirement for the Board to appoint a Building Code Academy Advisory Committee (BCAAC). The Board adopted operational guidelines for the BCAAC during the September 11, 2002 meeting. Mr. Proctor reported that all interested parties were contacted and a list of recommended members to serve on the BCAAC was presented. A motion was made to appoint the recommended persons to the BCAAC. The motion was seconded and unanimously passed. A list of the persons appointed to serve on the BCAAC is attached to and made a part of these minutes in Appendix 1.

Virginia Housing  
Partnership Fund  
Report

Ms. Nikki Nicholau, Deputy Director of the Housing Division, reviewed financial information presented to the Board by VHDA on the Virginia Housing Partnership Fund. Ms. Nicholau reported on factors that significantly reduced the Fund Management Fee Expense significantly from the previous year, including new efficiencies in servicing loan at VHDA and the underwriting of fewer multifamily housing loans. A motion was made to adopt the report presented by VHDA as the Board's financial status report on the Virginia Housing Partnership Fund for 2002. This status report is prepared in accordance with Section 36-150 of the Code of Virginia. The motion was seconded and unanimously adopted. A copy of the Board's 2002 financial status report approved is attached to and made a part of these minutes as Appendix 2.

Report of VHDA

Ms. Susan Dewey, Executive Director of VHDA, reported on the revision of the allocation procedures for the federal Low Income Housing Tax Credit Program.

Virginia Fire Services  
Board Report

Mr. Paquette reported on recent and upcoming meetings of Virginia Fire Services Board and the activities of the Board's Code Change Committee. Mr. Ahuja presented information on the recent Board meeting regarding 800 mhz radio systems.

Report of the Director

Mr. Shelton reported on the recent HUD approval of the Consolidated Plan prepared by DHCD on the use of HUD

funds in housing and community development programs. Mr. Shelton also provided information on the state budget process and its impact on the agency. Mr. Shelton reported

on the \$2.1 million Lead Safe Homes grant to Virginia and the recent Governor's announcement of CDBG Community Improvement Grants. News clippings on both of these topics were provided to the Board. Mr. Shelton reported on recent legislative meetings, including meetings of the Virginia Housing Study Commission. Mr. Calhoun reviewed proposed legislation of a Virginia Housing Study Commission Work Group that could amend the powers and duties of the Board related to new building products, designs or techniques that fail to perform. A draft of the legislative proposal was given to each Board member. Mr. Shelton provided an update on the Dry Well Initiative administered by the Department that assists low-income households.

Board Matters

None

Unfinished Business

None

New Business

Resolutions were read and approved by the Board on the state service of two DHCD employees that will retire this year. Resolutions were approved for Ms. Janie Leonard and Mr. Ed Deane.

Future Meetings

The Board will meet on December 10, 2002 at the Greater Richmond Convention Center for a public hearing on all proposed regulations. The next meeting of the Board will be Tuesday, January 21, 2003.

Adjournment

Upon a motion duly made and seconded, the meeting was adjourned.

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Nancy Bright

Chairman of the Board of Housing and Community Development

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William C. Shelton

Secretary of the Board of Housing and Community Development

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